
Effective: 7/1/2007

FIN Manual Revision NoticeD

Policy	Summary of Changes
FIN 102-01 Appropriation Budget Changes	Revision of Policy Revised to stress the need for timely appropriation budget changes in order to represent the unit's year-end financial position and to clarify when state appropriation transfers are appropriate
FIN 112 Accounting Questions and Assistance	Revision of Policy Revised to add provost's or vice president's office financial administrators as appropriate contacts
FIN 203 Org Manager Responsibilities	Revision of Policy Revised to update "Department of Public Safety" to "Police Department"
FIN 209 Construction Projects from Bond Financing or Private Fundraising	Revision of Policy Revised to add that the transfer to ASU of gifts received by the ASU Foundation or other ASU-related entity restricted for an ASU gift-funded capital project may be initiated and authorized by an authorized signer on the ASU-related entity account, the related entity itself, or the ASU Financial Services office
FIN 303 Gift Deposits (Including Gift-in-Kind Donations and Special Events Receipts with a Gift Component)	Revision of Policy Revised to include the treatment of special event receipts with a gift component and to update the title and the timeframe during which the Financial Services tax unit and ASUF director of gift processing must be notified of disposal of gifted property from within two years of receipt to within

	three years of receipt
FIN 307 Departmental Cash and Check Receipting	Revision of Policy Revised to update “ASU DPS” to “ASU Police Department”
FIN 401-03 Prohibited Transactions	Revision of Policy Revised to allow for departmental purchase of reserved spaces when needed for an employee’s position responsibilities
FIN 403 Petty Cash Funds	Revision of Policy Revised to update “ASU Department of Public Safety” to “ASU Police Department” and “ASU DPS” to “ASU PD”
FIN 420-02 Business Meals, Food, and Related Expenses	Revision of Policy Revised to provide guidelines for service charges in excess of 20 percent
FIN 421-01 Guest Lecturers, Consultants, and Other Independent Contractors	Revision of Policy Revised to include individuals performing external peer review consulting services and to require a Departmental Professional Services Order form be attached to a PV to pay external peer review consultants
FIN 421-02 Interviewees	Revision of Policy Revised to update the maximum meal allowance from \$29.50 per day to \$34.00 per day, to direct users to the Travel Web site for the current maximum allowable meal and lodging information, to delete the Academic Affairs Procedures (Tempe Campus) section, and to state that interviewee expenses are allowed on specific agency/orgs that have been approved by the Office of the Executive Vice President and Provost of the University

<p>FIN 505-01</p> <p>Out-of-State Travel Authorization</p>	<p>Revision of Policy</p> <p>Revised to allow deans or a business manager reporting to a dean to approve individual estimated travel expenses of \$5,000 or more</p>
<p>FIN 505-02</p> <p>Out-of-State Travel Reimbursement</p>	<p>Revision of Policy</p> <p>Revised to allow deans or a business manager reporting to a dean to approve individual estimated travel expenses of \$5,000 or more</p>
<p>FIN 509</p> <p>Meals and Lodging</p>	<p>Revision of Policy</p> <p>Revised to update the default rate from \$29.50 to \$34.00 and the entire Total Per Diem table</p>
<p>FIN 514</p> <p>Registration Fees and Other Travel Expenses</p>	<p>Revision of Policy</p> <p>Revised to include information on reimbursement of out-of-pocket expenses incurred for a cancelled trip</p>

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